

## **Foreword**

On October 1, 2003, the President signed the Fiscal Year 2004 Homeland Security Appropriations Act, thereby providing vital funding needed to ensure the safety and security of our homeland. Through the Department of Homeland Security's (DHS) Office for Domestic Preparedness (ODP), emergency prevention, preparedness, and response personnel will receive over \$4 billion in funding for our nation's homeland security. The 2004 appropriation by Congress is a firm commitment to continue to protect and defend the security of the United States of America against the threat posed by terrorism.

In an effort to streamline funding to the States and territories, the Department of Homeland Security is consolidating the administration of three programs within ODP. While continuing to direct the State Homeland Security Program, ODP will also now administer the Citizen Corps and the new Law Enforcement Terrorism Prevention Programs. All three programs will be integrated to better facilitate the organization and coordination of preparedness funding, and will be guided by the State Homeland Security Assessments and Strategies due to DHS-ODP by December 31, 2003.

The FY 2004 ODP Homeland Security Grant Program (HSGP) will continue to provide planning, equipment, training, exercise, and management and administrative funding to emergency prevention, preparedness, and response personnel in all 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and U.S. territories, while expanding the scope and reach of the program. States and territories will now have the opportunity to utilize their newly completed Homeland Security Strategies to more effectively fill the gaps between needs and existing capabilities. Changes and additions to the allowable uses of funds reflect input received by DHS from local and State officials and a continued commitment to better serve our nation's emergency prevention, preparedness, and response personnel.

The Department of Homeland Security is committed to working with you in our critical national effort to combat terrorism.

Tom Ridge  
Secretary  
Department of Homeland Security

## **IV. OVERVIEW**

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### **Solicitation Overview**

As a result of feedback from our grantees, and to continue to improve the nation's ability to prevent, deter, respond to, and recover from threats and acts of terrorism, three of ODP's FY 2004 grant programs have been combined into this single solicitation. The following grant programs will be awarded and administered in one application: State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), and Citizen Corps Program (CCP).

This consolidation was done to streamline the grant application process and better coordinate federal, State and local grant funding distribution and operations. The homeland security assessments and strategies currently being finalized by the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. territories, and selected urban areas for submission to DHS-ODP will play a pivotal role in the identification, prioritization, and allocation of financial resources provided through the three grant programs. The funding provided will be applied against critical resource gaps identified through the assessments and prioritized in the State strategies.

Providing funds through a single application and award process facilitates coordination of preparedness activities related to the goals and objectives identified in the State strategies, resulting in a more effective and efficient use of funding. A single application also minimizes time spent on the application process and consolidates reporting requirements.

The three programs further provide the opportunity to enhance regional preparedness efforts. States are encouraged to employ regional approaches to planning and preparedness and to adopt regional response structures whenever appropriate to meet the needs identified through the assessments and in the State's Strategy. Furthermore, it is DHS's intent to steer State and local security and preparedness efforts toward a project-oriented process to address common, measurable objectives. Security and preparedness officials at all levels should seek opportunities to leverage funding from multiple sources whenever possible and not restrict their activities to federal funding alone.

### **Overview of the Three Programs**

#### **FY 2004 SHSP**

The FY 2004 SHSP provides funds for homeland security and emergency operations planning; the purchase of specialized equipment to enhance the capability of State and local agencies to prevent, respond to, and mitigate incidents of terrorism involving the use of chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons and cyber attacks; for costs related to the design, development, and conduct of a State

CBRNE and cyber security training programs and attendance at ODP-sponsored CBRNE training courses; for costs related to the design, development, conduct, and evaluation of CBRNE and cyber security exercises; and for costs associated with implementing State Homeland Security Assessments and Strategies (SHSAS).

#### FY 2004 LETPP

The FY 2004 LETPP will provide law enforcement communities with funds to support the following prevention activities: information sharing to preempt terrorist attacks; target hardening to reduce vulnerability of selected high value targets; recognition of potential or developing threats; interoperable communications; and intervention of terrorists before they can execute a threat. These funds may be used for planning, organization, training, exercises, and equipment.

#### FY 2004 CCP

FY 2004 Citizen Corps Program funds will be used to support Citizen Corps Councils with planning, outreach, and management of Citizen Corps programs and activities. The FY 2004 CCP provides the resources necessary for States and local communities to: 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council; 2) develop and implement a plan for the community to engage all citizens in homeland security, community preparedness, and family safety; 3) conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, and public health measures, including bio-terrorism, and to encourage personal responsibility and action; 4) develop and implement Citizen Corps programs offering training and volunteer opportunities to support first responders, disaster relief groups, and community safety efforts, to include the four charter federal programs: Community Emergency Response Teams (CERT), Neighborhood Watch, Volunteers in Police Service (VIPS), and Medical Reserve Corps (MRC); and 5) coordinate Citizen Corps activities with other DHS funded programs and other federal initiatives.

#### General Guidance

- Period of performance for the HSGP is two years.
- Grants will not be awarded until the State submits the State Homeland Security Strategy, and the strategy has been reviewed and approved by DHS-ODP.
- All allocations and use of funds under the HSGP must support the goals and objectives included in the State Homeland Security Strategy. The required Initial Strategy Implementation Plans and Biannual Strategy Implementation Reports (**see Appendix C**) will demonstrate how the expenditure of grant funds at both the State and local levels are supporting the Strategy's goals and objectives. DHS-ODP Preparedness Officers will periodically monitor grant recipients to

ensure that HSGP funding is applied in accordance with approved implementation plans and reports. If funds are not being used in accordance with these plans and reports, ODP may prohibit further obligation, expenditure, and drawdown of funds until the grantee is compliant with HSGP requirements.

- Transfer of funds between programs (SHSP, LETPP, and CCP) is prohibited.
- SAAs must coordinate Citizen Corps programs with those State agencies currently responsible for the administration of Citizen Corps activities. ***A listing of current State Citizen Corps points of contact may be found by going to [www.citizencorps.gov/councils/](http://www.citizencorps.gov/councils/) and clicking on “State Citizen Corps POC List” on the left hand side.***
- Each State shall obligate not less than 80 percent of the total amount of the grant to local units of government within 60 days after the grant award. If requested in writing by a local unit of government, the State may retain some or all of the local unit of government’s allocation of grant funds for purchases made by the State on behalf of the local unit of government. States holding grant funds on behalf of local units of government must enter into a memorandum of understanding with the local unit of government specifying the amount of funds to be retained by the State for purchases. This agreement must be kept on file with the State Administrative Agency.
- No more than 3% of the total amount allocated to the State for each program may be used statewide for management and administrative (M&A) purposes. Any portion of the 3% retained by the State must be included within the 20% of total funds available to the State. For example, if a State receives a SHSP award of \$1,000,000, the State must pass through at least \$800,000 to local units of government. The total M&A funds available statewide would be \$30,000.
- In accordance with Congressional Conference language addressing ODP programs, to meet eligibility requirements for FY 2004 HSGP funds where applicable, a local unit of government will be defined as “any county, city, village, town, district, borough, port authority, transit authority, water district, regional planning commission, council of government, Indian tribe, authorized tribal organization, Alaska Native village, or other political subdivision of any State.”
- Program guidance allowing for the use of funds to support training activities has been expanded to include the development of, and attendance at, non-ODP courses, provided recipients follow the guidance for ODP approval included in **Appendix D**. Grantees and sub-grantees using funds to develop courses or to attend non-ODP courses will be required to report the number of individuals trained, by discipline and course level, in their bi-annual strategy implementation reports (see **Appendix C**).
- To expedite the application and award process, no budget information or

program narrative is required to apply for this grant.

- While budget detail worksheets do not need to be submitted as a requirement of this grant, States are expected to maintain complete and accurate accounting records, and must make those records available to DHS upon request.
- The SAA must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the FY 2004 HSGP application. (See **Appendix A**). This number may be provided in one of the attachment fields within the Grant Management System (GMS) application.
- Reporting requirements for all programs included in the FY 2004 HSGP will be consolidated into a single report to minimize the administrative burden on States.
- Pursuant to the Homeland Security Act of 2002, the Secretary of Homeland Security is the principal federal official for domestic incident management. Consequently, and according to the Homeland Security Presidential Directive/HSPD-5, the Secretary shall develop and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.
- As mandated by HSPD-5, beginning in FY 2005, adoption of the NIMS will be a requirement for receipt of grant funds from ODP. As such, DHS encourages grantees to begin utilizing NIMS concepts, principles, terminology, and technologies as they are made available by DHS. Additionally, if agencies are not already using the incident command system (ICS) as taught by DHS, grantees and sub-grantee should institutionalize the use of ICS across their entire response system by the end of the two-year performance period.
- The Office of Justice Programs' Office of the Comptroller (OC) will continue to provide fiscal support and oversight of the three grant programs included in this solicitation.
- Grantees are reminded to review the following documents and ensure that grant activities are conducted in accordance with the applicable guidance: 28 C.F.R. Part 66 (Uniform Administrative Requirements for Grants to States); Office of

Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 C.F.R. Part 70 (Common Rule for Administrative Requirements for Grants to non-profits); and OMB Circulars A-122 and A-21, addressing cost principles for grants to non-profit entities. Additionally, grantees should be familiar with the requirements included in the Office for Justice Programs OC Financial Guide.